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THANK YOU!

WOW – over 1,100 visitors conducted 700 accreditation visits during the summer of 2016! There was a new standard (1:1 camper/staff interaction); new guidelines for when 4 or more mandatory standards were missed; and the introduction of the Annual Accreditation Report. It was another banner year for ACA and this stellar program. We can't say it often enough: without your dedication, support, passion, and commitment, this program could not exist.

We know that for many camp directors, accreditation visitors are the face of ACA. You may be one of the only individuals from ACA with whom that camp director interacts. Thank you for helping make the connection a positive one. If you enjoy being a visitor, share the opportunity with others. As you know, it is a great way to see the behind-the-scenes operations of other camps and is a great educational opportunity to give yourself. THANK YOU!

VISITOR GATHERING AT NATIONAL CONFERENCE!

Come Join the Fun!! Will you attend the ACA National Conference in Albuquerque? If so, make sure to come to the Visitor Thank You Reception on Wednesday, Feb. 22, from 8:30 p.m. – 9:30 p.m. in Convention Center, **Lower Level West, Room 20/Laguna**. Join us for some fun, fellowship, updates on what's happening with standards and accreditation, and the opportunity to win some cool prizes. We hope to see you there!



VISITOR RESPONSIBILITIES AND OPPORTUNITIES

Commitment

We know that serving as an ACA visitor takes time and energy. At times, it might “get in the way.” We get it! However, if you agree to serve in this role (as an AAR Reviewer or Visitor), it is important that you fulfill your commitment. When you can’t follow through (we know stuff happens), please let your Standards Chair and/or the ACA staff you work with know immediately! Others are counting on you — just as you count on your staff, ACA counts on our volunteers.

Annual Accreditation Report Reviewers

- As ACA shifts to a five-year visit cycle, all currently accredited camps **not** being visited in 2017 are required to complete the **Annual Accreditation Report (AAR) by February 15!**
- Have you been assigned to review an Annual Accreditation Report? If so, please make sure you complete the review within two weeks of the assignment!
- It is our goal to have all submitted AARs reviewed by mid-March. Please help do your part.

Update Your ACA Profile — Including Visitor Information!

Having accurate and complete data is critical for communication and service. Help ACA have good data — update your ACA Profile (as well as your visitor information).

To start:

- [Go to Manage My Membership](#)
- Choose “Edit Your Contact Information” (from here, you will need to log in with your ACA username and password).
- Edit the necessary contact information.
- Scroll to the point where you see “My Visit Details” (box on right side of page). **Click “Edit Visit Details.”**
- Provide the requested information.

Opportunity for Digital APG and Additional Location to Update Your Information

In order to better support all visitors, ACA provides the opportunity for all current visitors to request a fully updated digital version of the Accreditation Process Guide. To obtain your copy:

- Start at: <http://www.acacamps.org/staff-professionals/accreditation-standards/standards-visitors/my-visits-tool>
- If you have not used My Visits recently, view the tutorials before you log in.
- Log in to My Visits.

- Click on “Update My Visitor Information” at the top of the page.
- Read and agree to the statement: **I understand the PDF document of the APG from the My Accreditation tool has all-inclusive revisions to date and is for my personal use ONLY and is not to be shared with others.*
- A PDF version of the standards and the glossary will be emailed you immediately.
- While you are logged in, take a few minutes to update/complete the additional visitor information requested.

Visitor Assignments!

As a general rule, visitor assignments will be completed by mid-March! If you are assigned as a Lead Visitor, make sure to:

- Review the Camp Information Form. This tool assists you in learning more about the camp, both prior to and during your initial conversation with the camp director. If your assigned camp hasn't yet submitted the form when you get the visitor assignment, you can request it from the camp, or talk through it, in your initial conversation.
- Contact your assigned camp within 2 weeks of receiving the assignments.
- Communicate with the second (and maybe third) visitor. What parts of the visit or preparations do they want to handle? How can you assist them in developing their visitor skills?
- Set the date to have the documentation related to the 20 standards in the Camp Self-Assessment submitted for review. Be clear about how this will be accomplished: in person, via My Accreditation, or another method. The camp should choose the review method.
- Set the date for the on-site visit.
- Share the dates with your standards chair/staff.
- Determine if your assigned camp is using My Accreditation! If so, make sure to check back periodically and review posted documentation.
- Check in with the camp and other visitors on a regular basis.
- Let your Standards Chair and/or staff know if you have any challenges. They are there to support you.

INSTRUCTORS CORNER

NUMB3RS

Did you know if you stretch out a Slinky, it is 87 feet long? Like the Slinky, what you do as instructors is dynamic and FUN!!

What's in a number? For standards courses, a lot.

EIGHTEEN: We welcome **18 new** instructors who completed the New Standards Instructor course in December held in ACA Chesapeake.



TWENTYFOUR: *While **24=L of A***
*refers to **24 Letters of the Alphabet***

We have our own equations:

489 = #P.C.A.B.S.C 489 People Completed a Basic Standards Course

121 = #P.C.A.S.U.C 121 People Completed a Standards Update course

83 = #P.C.A.V.C You guessed it, 83 Completed an Associate Visitor Course

Thanks for taking the time to prepare and teach through the updated course work. [All the most current instructor material can be found on the ACA website.](#)

If you have questions, comments or want clarification, contact aburbank@acacamps.org

2016 VISIT STATISTICS

2016 ACA Visits

Camps and Visitors

694	Camps Visited	
25	Extensions Granted (14 intentional)	
16	Camps Failed (Prior to review)	
1201	Visitors	
179	Calls to Visitors (Follow-ups)	

Most Missed Mandatory Standards

79 Camps Missed 136 Mandatory Standards

One-On-One Camper/Staff Interaction (HR.8.B.1)

Voluntary Disclosure Statements (HR.4.1)

National Sex Offender Public Website Checks (HR.4.2)

Hiring Policies - Screening Year-Round Staff (HR.3.3)

Camper Health History (HW.5.1)

Most Missed Nonmandatory Standards

Healthcare Provider - Resident Camps (HW.1.2_

Healthcare Policies Reviewed Every 3yrs. (HW.11.1)

Safety Apparel - Archery (PD.31.4)

Staff Skill Verification (PD.15.1)

Electrical Evaluation (SF.6.1)